

AT Tracker *Plus*® Quick Reference Guide

*To add information on any form, you must first click on the [ADD] button. To edit information on any form, you must first click on the [EDIT] button and then [SAVE] your changes.

Administration > System Settings

You can track information by individual year for several agencies. Click [EDIT] to change agencies and then [SAVE], then all information displayed on all other forms will be for that particular agency and year.

File Maintenance > Setting up some basic information first might help speed up data entry, however this information can be changed or added to as needed.

Assessment Types	
Audiological	
Otological	
Verbal Communication	
Written Communication	

1. *Assessment Types* – this form is used to list the types of assessments that you would be conducting, such as a Verbal or Written

Assistive Technology Team		
Name	Conducts Assessments	Provides Tech Support
Jana Altizer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Janelle Rogers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Michelle Hardy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rashida Weaver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2. *AT Team* – this form is used to list your staff that would be conducting assessments or providing support or both

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Equipment Categories	
Communication Device	
CPU	
Desktop	
<input type="button" value="Add"/>	<input type="button" value="Delete"/> <input type="button" value="Undo"/> <input type="button" value="Exit"/>

3. *Equipment Categories* – this form is used to list generic equipment categories that will aid you in sorting through your equipment inventory

Exceptionalities	
Code	Description
AU	Autism
DD	Developmental Delay
GT	Gifted and Talented
HI	Hearing impaired
OI	Orthopedically impaired
<input type="button" value="Add"/>	<input type="button" value="Delete"/> <input type="button" value="Undo"/> <input type="button" value="Exit"/>

4. *Exceptionalities* – this form is used to list the types of exceptionalities or disabilities that you will most likely encounter

Equipment Funding Sources	
Name	
Medicaid	
Private Insurance	
School System	
<input type="button" value="Add"/>	<input type="button" value="Delete"/> <input type="button" value="Undo"/> <input type="button" value="Exit"/>

5. *Funding Source* – this form is used to list the various funding sources used in purchasing your equipment

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Site Type Codes	
Code	Description
E	Elementary
H	High School
M	Middle School

Add
Delete
Undo
Exit

6. *Site Types* – this form is used to list the types of locations that your team would be visiting, such as Elementary or High school

Sites Serviced					HISD Audiology
Add Edit Save Undo Delete Exit					
Site ID 001	Site Name Austin High School	Agency ID 39			
Contact (Principal, Director, Manager, etc.) Susan Jenkins	Phone Number (225) 355-7936	Fax Number (225) 356-7806	Type H		
Address Line 1 2525 Wyandotte Street		Line 2 PO Box 25			
City Houston	State TX	Zip Code 70805-0025	Country USA		

7. *Sites Serviced* – this form is used to gather information about each site, such as address, contact person, and phone

Equipment ID 00017162 R	Serial Number 00017162	Model Number 571 T	Agency ID 39
Purchase Date	Purchase Cost \$0.00	Equipment Category Solaris Transmitter	Manufacturer
Equipment Vendor	Funding Source		Other
Description CH 30		Comments	
This Equipment is Checked Out To: Mathew Martinez (39)			

8. *Equipment Inventory* – this form is used to gather information about each piece of equipment purchased, such as funding source, cost, and serial number

9056201 - Dell 15 inch Monitor						
	Check-Out Date	Check-In Date	Due Date	Personal ID	Name	Site ID
▶	10/1/2004		5/30/2005	46	Moore, Michelle	001
	12/1/2003	9/30/2043		39	Martinez, Mathew	001

Check Out
Check In
Usage Report
Delete

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- This form has a *Usage History* section that acts as a quick reference for when a piece of equipment was checked out and when it is due back. You can check equipment out and back in from this section by simply clicking on the corresponding button.

413326 T - CH B1			
Sent In			Phone Number
Rec'd Back	Maintenance/Repair Description	Maintenance/Repair Facility	Contact Person
11/3/2003	Won't boot/Replaced Hard Drive	Dell	(225) 235-9432
11/30/2003			Mr. Dell
<input type="button" value="Add"/> <input type="button" value="Undo"/> <input type="button" value="Delete"/> <input type="button" value="Report"/>			

- There is also a *Maintenance History* section that details any maintenance performed on the equipment

Search by Number		Search by Name		Moore, Michelle	
Personal ID Number	First Name	Last Name	<input type="checkbox"/> Referral <input type="checkbox"/> Assessment <input type="checkbox"/> Support		
46	Michelle	Moore	<input type="radio"/> New <input type="radio"/> Existing <input type="button" value="Open Form"/>		
Birth Date	Age	Gender	Exceptionalities		
9/12/1988	15	F	HI <input type="checkbox"/> OHI <input type="checkbox"/> DD <input type="checkbox"/>		
<input type="button" value="Print Personal Info"/>					
Evaluation Date	(enter date and/or comment)		Re-Eval Date	Re-Eval Note	
09/30/03			9/30/2006		
Site ID	Austin High School		Contact		
001			Angela Thomas SLP		
Room No.	AT Service Provider	Parent's Name(s)			
5	Michelle Hardy	Mike and Melissa Moore			
Home Phone	Work Phone	Address		City	State
(225) 652-2358	(256) 247-8623	1234 West Smith Street		Houston	TX
Zip Code	Country	Comment			Agency ID
21574-2465	USA	This student is beginning to use sign language in addition to other communication devices.			39

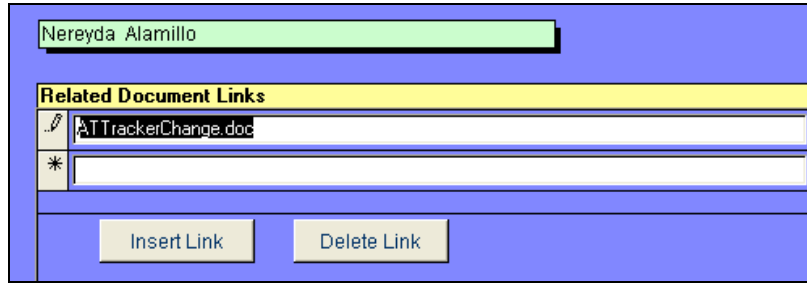
9. *Personal Information* – this form is used to gather information about each student, such as Date of Birth, Social Security Number, and parental contact information. The Personal Information form also has check boxes on it that can take you directly to a new or existing Referral, Assessment, or Support form for the student. This form has a nice search tool on it to quickly find a student by name or social security number (as does the Referral, Assessment, and Support forms).

Nereyda Alamillo					
To check out equipment, click the Assign Equipment button. To unassign equipment, uncheck it below.					<input type="button" value="Assign Equipment"/>
Equipment Currently in Use					
Equipment ID	Description	Checked Out			
9302221 T	CH 39	<input type="checkbox"/>			
9304118 R	CH 39	<input checked="" type="checkbox"/>			
Equipment Usage History					
Equipment ID	Description	Check Out Date	Check In Date	Site Name	Contact
9304118 R	CH 39	8/21/2003	9/3/2003	Martinez, RC EI	Pat Har
9304118 R	CH 39	9/8/2003	9/8/2003	Martinez, RC EI	Pat Har

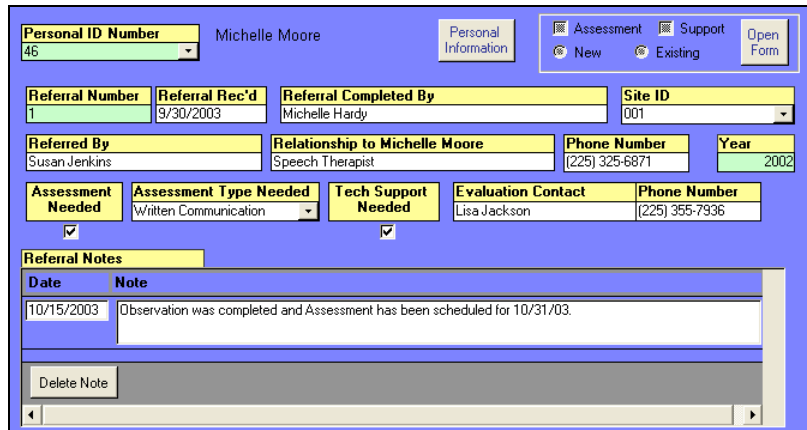
- This form has an *Assigned Equipment* section that allows you to quickly check equipment out or back in for a student. Simply click on the [Assign Equip] button and fill out the required information on the pop-up form. If the equipment that you want to

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assign is not listed, it has either already been checked out or it has not been entered in the system yet. You can easily add the equipment to the inventory by clicking on the [Add New Equip] button. After adding the equipment, you will need to go back and select it out of the drop down list and then click on the [Check Out] button. You should then see it automatically appear in the “Equipment Currently in Use” section. To check a piece of equipment back in, simply click on the check box under “Checked Out” and that piece of equipment will automatically appear under the “Equipment Usage History” section.



- This form also has a section where you can attach documents to a particular student's record. Under the *Related Document Links* click on [Insert Link] and you will be able to browse your system for your document and attach it to the record.



10. *Referrals* – this form is used to document the receipt of a referral and whether or not an assessment is required.

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Personal ID Number 46	Michelle Moore	Year 2002	Referral Number 1	Personal Information	View Referral
Assessment Number 1	AT Team Member(s) Michelle Hardy	Assessment Date 10/31/2003	Observation Date 10/15/2003	Site ID 001	
Permission Rec'd 10/20/2003	AT Decision Rec'd <input checked="" type="checkbox"/>	Training Needed <input checked="" type="checkbox"/>	Persons to be Trained Parents, Teacher, and Speech Therapist		Date Report Sent to Eval Contact 11/5/2003
Assessment Recommendations and Notes					
Date 11/2/2003	Recommendation Michelle should have access to a computer both at home and in the classroom.				
	Note It would be ideal if Michelle could have a laptop that she would be responsible to carry with her between home and school.				
Delete					

11. *Assessments* – this form is used to document the results of an assessment

Personal ID Number 46	Michelle Moore	Year 2002	Tech Support No. 1	Personal Information	View Referral
Site ID 001	Referral Number 1	Training Required? <input checked="" type="checkbox"/>	Persons to be Trained Parents, Teacher, and Speech Therapist		
Support/Training Visit Notes					
Date 11/15/2003	AT Team Member Michelle Hardy	Support Type Training	TS Note Parents did not show up for training. Training was provided to both the Teacher and the Speech Therapist on various software		
Delete Note					
Record: 1 of 1					

12. *Training/Support* – this form is used to document the request for assistance as well as the associated resolution

- This form has an *Assigned Equipment* section used to quickly review any equipment assigned to a student or to check equipment out or back in for a student as a result of the support visit
- This form also has a *Related Document Links* section similar to the one on the Personal Information form.

Search All Data					Your Agency Name Here Year - 2002	
Select Assessment		Personal Information	This form is View Only. Data cannot be modified.			
By Number 987654321	By Name Person, Sample					
Referrals						
Referral #	Date	Referred By	Phone #	Relationship		
1	2/3/02	name of person referred by	2258374543	teacher, parent, etc.		
2	3/12/03					
Assessments						
Referral #	Assessment #	Date	AT Team Member	AT OK	Training Needed	Persons to be
1	1	10/31/02	Jane Doe	Yes	Yes	persons to be
2	1		Jane Doe	No	No	
2	2			No	No	
Support/Training						
TS Number	Referral #	Training Required	Persons to be Trained			
1	1	Yes	Names of person(s) to be trained			
Exit						

AT Tracker *Plus*® has nice search tools under the **Search/View Data** section of the Main Menu. The *Search All Data* form can be used to pull up all Referrals, Assessments, and Support provided as well as any equipment checked out for a particular student, either by name or social

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security number. The *Referral*, *Assessment*, and *Tech Support Search* forms are similar to the *Search All Data* form where it would be specific to the student selected, however it would only display information according to the associated form selected. The *Equipment Search* form lists all equipment (either in use or available) by category, student, or site.

The screenshot shows a software window with a blue background. On the left, under the 'Select Report' header, there is a list of report types with checkboxes. 'Assessment Report' is checked. Other options include 'Assessments - AT Team Member Not Assigned', 'Assessments - AT Decision Pending', 'Assessments - Training Required', 'Referrals - With Assessment Pending', 'Tech Support/ Training Report', 'Summary Report' (with radio buttons for 'Assessment' and 'Support'), 'Re-Evaluations Due', 'Equipment Inventory Report', 'Equipment - In Use', 'Equipment - Available', 'Equipment Maintenance/Repair History', and 'Equipment Usage History'. On the right, under the 'Select Filter' header, there are input fields for 'Personal ID #', 'Site', 'Site Type', 'AT Team Member', 'Equipment ID', 'Equipment Category', and a 'Date Range' with 'to' separators. Below these is a 'Select Equipment Report Sort' section with radio buttons for 'by Equipment' and 'by Person'. At the bottom right, there is a 'Note Pad' icon with the text 'Note Pad - enter, save, and print notes'. At the bottom center are 'Preview Report' and 'Exit' buttons.

Under **System Settings** on the Main Menu you will find a handy tool for reports, which offers several different types of reports with several filtering options. Also, under System Settings you will find:

1. *Archive Data* – is used to select specific students to be removed from your active database and saved to a different file (C:\Program Files\ATTSv2.3\Archive\TrackerArchive.mdb). You can use the *Import* function to bring the records back into the database if necessary.
2. *Import Data* – is used to bring back archived records or add new records to the database from another copy of AT Tracker.
3. *Link Data* – is used to redirect your information to a network drive

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NOTES

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Special Note:

This application requires the Access 2000 Runtime program. It will load automatically if not already present in the system. After it is installed the system should restart automatically and finish installing the Tracker application. If the system does not automatically restart please manually restart the system to complete the installation.

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